

CONSTRUCTION MANAGER-AT-RISK
Evaluation Criteria
 Section 00101CMR

1. OVERVIEW

The selection of the Construction Manager-at-Risk shall be a One Step process. Interested Offerors shall provide responses to the published Evaluation Criteria contained in this Solicitation. Owner will evaluate and rank each proposal with respect to the published Evaluation Criteria. No more than five (5) Offerors will be shortlisted to participate in Interviews. The maximum possible points including the interview is **159.65** points. Interviews are tentatively scheduled for **late March/early April 2020**.

Proposals must be submitted in a sealed container marked on the outside with the Offeror's name and address, solicitation number, and due date and time. Proposals that are not submitted in a sealed container will not be considered. Electronic only or facsimile Proposals will not be accepted.

Consideration Item #	Title	Gate Keeper
1	M/WBE Goals Procurement Program	Y/N
2	Safety Record	Y/N
3	Financial Capability	Y/N
4	Acceptable Documentation	Y/N
		Max Points
Step One (1)		
5	Experience of Offeror	15
6	Experience of Key Personnel	35
7	Experience of Key Subconsultants/Subcontractors	5
8	Organizational Structure and Business Practices	15
9	Work Approach and Delivery Schedule	20
10	Past Performance on City Projects	10
11	Service-Disabled Veteran Business Enterprise (SDVBE), if applicable	4.65
	Step One (1) Subtotal	104.65
Step Two (2)		
12	Pricing	30
	Step Two (2) Subtotal	30
	SUBTOTAL	144.65
13	Presentation/Interview	25
	Maximum Possible Points, including Optional Interview	159.65

PROPOSAL CONTAINER		
Item No.	Title	Number of Copies
1.	MBE/WBE PROCUREMENT PROGRAM*	1 Labeled Original, 1 CD or Flash drive
2.	SAFETY RECORD	1 Labeled Original

Envelope A
MBE/WBE
Compliance Plan

{

Envelope B
Safety Documents

{

Envelope C
Financial Capability

{

3.	FINANCIAL CAPABILITY	
4.	SUBMISSION OF ACCEPTABLE DOCUMENTS	1 Labeled Original 1 CD or Flash Drive
5.	EXPERIENCE OF OFFEROR	
6.	EXPERIENCE OF KEY PERSONNEL	
7.	EXPERIENCE OF KEY SUBCONTRACTORS/CONSULTANTS	
8.	ORGANIZATIONAL STRUCTURE AND BUSINESS PRACTICES	
9.	WORK APPROACH AND DELIVERY SCHEDULE	
10.	PAST PERFORMANCE ON CITY PROJECTS	
11.	SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE (SDBVE)	1 Labeled Original 1 CD or Flash Drive
12.	PRICING	
13.	PRESENTATIONS/INTERVIEW	

2. EVALUATION CRITERIA – REQUEST FOR PROPOSAL**Item 1: MBE/WBE Procurement Program****Yes or No**

In Envelope A, submit one (1) original, stamped "ORIGINAL" and one (1) digital/electronic version on CD or Flash Drive in a sealed container.

The City has issued MBE/WBE goals for the **Preconstruction Phase services**. Offeror must comply with City's MBE/WBE participation requirements. If the Offeror has neither met the goals nor made GFE to meet the goals, it will be found to be nonresponsive and will not be considered for award of the contract.

For complete program guidelines, refer to the MBE/WBE Procurement Program manual included with this Solicitation.

Offeror must submit:

- ☐ Section 00460CMR, MBE/WBE Statement of Responsibility
- ☐ Compliance Plan, Preconstruction Phase
- ☐ Letters of commitment that the named subs will be those working on the project for Preconstruction Phase – One (1) page per sub.

The City has determined that subcontracting opportunities will arise during the **Construction Phase** of this project; however, the specific scopes of work and the magnitude of the scopes of work for the Construction Phase cannot be determined until Design has been sufficiently completed. Prior to entering the Construction Phase, the City will establish appropriate MBE/WBE goals and the Construction Manager-at-Risk firm shall submit an MBE/WBE Compliance Plan meeting the goals or documentation detailing their GFE to meet the established goals.

Item 2: Safety Record**Yes or No**

In Envelope B, submit one (1) original, stamped "ORIGINAL" and one (1) digital/electronic version on CD or Flash Drive in a sealed container.

The following factors may be considered, but are not limited to: Experience Modifier Rate, Lost Time Incident Rate, Total Recordable Case Rate, and OSHA Citations.

If, based on the entirety of the Offeror and/or Major Subcontractor's safety record, industry standards, and the risks associated with the current Project, the Offeror is found to have an unacceptable safety record and/or safety program the Offeror's response may be considered non-responsive and may not be considered for award.

Offeror must submit:

- ☐ Section 00410, Statement of Offeror's Safety Experience
- ☐ Written Safety Program document

Item 3: Financial Capability**Yes or No**

In Envelope C, Submit one (1) original, stamped "ORIGINAL" and one (1) digital/electronic version on CD or Flash Drive in a sealed container.

Provide evidence of financial capability and stability. Offeror's financial capability must be appropriate to the size and scope of this Project.

The following factors may be considered, but are not limited to: Current Assets/Current Liabilities Ratio; Cash + Short term investments; Income from Operations/Interest Expense; Opinion from Offeror's Auditor; Bonding capacity; and Notes to the Financial Statements.

Offeror must submit:

- ☐ Letter from Offeror's Surety stating Offeror's ability to acquire bonding in the full amount of the contract

In Sealed Container D, submit responses to Items 4 through 10 in a binder and divided by tabs for ease of reference. The Offeror must submit one (1) original signature copy of response, stamped "ORIGINAL", and one (1) digital/electronic version on CD or Flash Drive in a sealed container. The Offeror is cautioned to refer to all other sections of the Solicitation Documents, Clarifications and/or Addenda for further details.

Item 4: Submission of Acceptable Documentation**Yes or No**

Submit the following documents, which are in addition to documents required in the other Evaluation Items. Failure to submit all required documents may cause Offeror to be deemed "non-responsive" and disqualified.

- ☐ Executive Summary - One (1) page limit.
- ☐ Section 00400CMR, Attachment A, Offeror's Information
- ☐ Section 00400CMR, Attachment B, Authentication of Submittal
- ☐ Section 00405, Certificate of Non-Suspension or Debarment
- ☐ Section 00440, Affidavit - Prohibited Activities
- ☐ Section 00475, Nonresident Bidders Provisions
- ☐ Section 00500CMR, Agreement Form
- ☐ Section 00630, Nondiscrimination Certificate
- ☐ Section 00631, Title VI Assurances Appendix A
- ☐ Section 00632, Title VI Assurances Appendix E
- ☐ Sufficient documentation of Offeror's legal name and entity status signed by an authorized representative of the Offeror which clearly indicates not only the legal name and entity status, but also the capacity and authority of the person signing on behalf of Offeror. Accordingly, a partnership/joint venture must file its partnership/joint venture agreement, a corporation must file its articles and bylaws, a limited liability company must file its certificate of organization and article of organization and regulations, and a limited partnership must file not only limited partnership agreement and the certificate of limited partnership, but also the documentation for its general partner, and, as applicable, any Offeror must file a copy of any assumed name certificate, or such limited portion of such documents reasonably establishing signature authority

Item 5: Experience of Offeror**15 points max**

Provide history of successful completion of five (5) projects within the past ten (10) years of comparable size, scope and complexity to the Work described for this Project utilizing the CMR project delivery method.

The documentation shall be presented in sufficient detail to demonstrate that CMR projects are a primary business focus and service provided by the Offeror. **Projects on which the proposed project team or key personnel (including any applicable subcontracted personnel) have actively participated are preferred.**

Projects should demonstrate experience that includes:

- Projects pertaining to first responder/fire stations.
- Projects in the City of Austin.
- Projects concerning coordination and construction within an existing facilities complex. (i.e. construction where intensive uses such as emergency services functions on the same site)

Offeror must submit:

- ☐ Section 00400CMR, Attachment C – One (1) page per project.

Item 6: Experience of Key Personnel**35 points max**

• Project Manager	• Pre-Construction Manager
• Project Superintendent	

For each Key Personnel, list and describe five (5) successfully completed projects within the past ten (10) years of comparable size, scope and complexity to the Work described for this project utilizing the CMR project delivery method. **Projects on which the proposed team or key personnel actively participated are preferred.**

Projects should demonstrate experience that includes:

- Projects pertaining to first responder/fire stations and/or group live-work facilities.
- Projects in the City of Austin.
- Projects concerning coordination and construction within an existing facilities complex. (i.e. construction where intensive uses such as emergency services functions continued on the same site)

Offeror must submit:

- ☐ Section 00400CMR, Attachment D – One (1) page per project per individual.
- ☐ Resumes of Key Personnel – One (1) page per individual.
- ☐ Letters of commitment that the named individuals will be those working on the project – One (1) page per individual.

Item 7: Experience of Key Subcontracted Personnel**5 points max****Cost Estimator**

For each key subcontracted personnel on the CMR's Supervisory and Administrative team, list and describe five (5) successfully completed projects within the past ten (10) years of comparable size, scope and complexity to the Work described for this project. **Additional consideration will be given to team members with experience on projects listed by the CMR firm as part of Item 5 and/or those with experience combining multiple elements listed below:**

- Two (2) projects demonstrating successful completion of CMR projects
- Three (3) projects demonstrating successful completion of renovation work on an existing facility especially those that had an intensive use on same site such as emergency services operating out of temporary accommodations.

Offeror must submit:

- ☐ Section 00400CMR, Attachment D-1 – One (1) page per project per individual.
- ☐ Resumes – One (1) page per subcontracted personnel.

Item 8: Organizational Structure and Business Practices**15 points max**

Offeror must submit:

- ☐ **Organizations Chart** – Provide **2** organizational charts, one for preconstruction services and one for construction and construction administration, which specify project leadership roles and reporting responsibilities for Key Personnel and Key Subcontracted Personnel including, but not limited to those previously identified. (Organizational Chart may be provided on legal or ledger-size paper.) One (1) page limit.
- ☐ **Communications Plan** – Describe interface within the Owner's Design Team and with Owner's Project Representative(s) and other City personnel. One (1) page limit.
- ☐ **Austin-Area Issues** – Describe experience in the following areas and reference projects within the past five (5) years relating to that experience. One (1) page limit.
 - Specific City of Austin site development and building permit requirements
 - Environmental conditions, constraints and community issues in the Austin area
 - Construction costs and practices in the Austin area
 - Experience contracting and working with construction trades in the Austin area
 - Public awareness and involvement in project development in the Austin area

Item 9: Work Approach and Delivery Schedule**20 points max**

Propose the following for how this Project will be delivered, including CMR's

approach to managing the Project schedules, performing constructability reviews, quality control, and cost control. **Delivery Schedule should be based upon the target completion date of September 2022.**

Offeror must submit:

- ☐ **Technical Plan** – Technical plan for accomplishing the Work. Two (2) page limit.

Include a detailed description of your work plan by tasks (i.e., Task 1, Task 2 etc.). Identify the steps you will take in proceeding from Task 1 to the final tasks for this Project (include performing constructability reviews and managing quality control).

- ☐ **Schedule** - Proposed work approach to delivering the Project considering the budget (Construction Cost Limitation) and Substantial Completion date schedule information provided in this document. **Also propose how you might complete the project earlier than the target completion date.** One (1) page limit

- ☐ **Construction Planning** – Provide recommendations to work packaging and any substantial time or budget savings associated with the CMR's recommended changes. One (1) page limit.

- ☐ **Cost Control** – Provide detailed strategy for cost control on the project. One (1) page limit.

Item 10: Past Performance on City Projects

10 points max

- ☐ **Quality and Performance (10 pts)** - The Offeror's reputation and quality of performance on the projects identified will also be evaluated by past performance on City of Austin projects. Offerors who have had Contractor Performance Evaluations (CPE) completed for previous projects with the City of Austin will receive an average of their five-year scores. Offerors who have had no previous projects with the City of Austin will receive an average of all the contractor's performance evaluation five-year scores.

Item 11: Service-Disabled Veteran Business Enterprise (SDVBE) 4.65 points max

This Contract is subject to the provisions of the City's Interim Service-Disabled Veteran Owned Business Enterprise (SDVBE) Program as established by City Council Resolution No. 20160303-016. If a respondent is a SDVBE, and wants to participate in the Program, the City requires a certification with their Offer certifying that they are State Historically Underutilized Business (HUB) Service-Disabled Veteran Owned Business.

The City seeks opportunities for SDVBE certified firms to participate on City contracts. A firm (Prime Contractor) is considered an SDVBE if the firm is certified by the State of Texas, Historically Underutilized Business (HUB) Program with the State Comptroller's Office. Firms that meet this qualification shall receive a 3% preference of the total possible evaluation points toward their formal proposal, excluding interview points. (See Section 00101DB, Evaluation

Criteria – Overview for “Total Possible Points”) The SDVBE preference only applies to Prime Contractors responding to Request for Qualifications (RFQ), not any subcontractors utilized.

A firm is considered a SDVBE, by submitting the completed Section 00480, Service-Disabled Veteran Business Enterprise (SDVBE) Acknowledgement form and a copy of the U.S. Department of Veteran Affairs letter stating Service-Disabled Veteran status. During the evaluation of a respondent’s proposal, additional points of three percent (3%) will be awarded based on the proposal’s Evaluation Criteria.

NOTE: The maximum **SDVBE** additional points of 3% of the total evaluated points will only pertain to the solicitation Evaluation Criteria used to determine the “best-value” or most-qualified respondent, as associated only to the initial review, evaluation and ranking of proposals. The **SDVBE** 3% will not be added to any additional scores or evaluations resulting from Interviews or other subsequent evaluation processes.

Offeror must submit:

- ☐ Section 00480, Service-Disabled Veteran Owned Business Enterprise (SDVBE) Program Acknowledgement form
- ☐ Copy of Certification from U. S. Department of Veteran Affairs, stating Service-Disabled Veteran status

Item 12: **Pricing**

30 points max

In Envelope E, submit one (1) original, stamped “ORIGINAL and one (1) digital/electronic version on CD or Flash Drive in a sealed container.

Offeror must submit:

- ☐ Section 00300CMR - Cost Proposal Form and Attachments
 - A-1: Construction Manager’s Fee
 - A-2: General Conditions Stipulated Sum
 - A-3: Preconstruction Phase Services Estimate
- ☐ A detailed itemization of General Conditions, staff and temporary amenities, including field offices and construction supplies (spreadsheet format is preferred). Two (2) page limit.

Proposals will be evaluated based upon the competitiveness of the following:

- Construction Manager’s Fee - Five (5) points maximum
- General Conditions Estimated Sum - Ten (10) points maximum
- Itemization and thoroughness of General Conditions costs - Five (5) points maximum
- Pre-Construction Phase Services Estimate

For illustrative purposes, if the lowest price for Construction Manager’s Fee is \$200,000, that price is weighted “1” ($\$200,000/\$200,000 = 1$) and receives 5 points ($1 \times 5 = 5$).

A price of \$300,000 for the same proposal would be weighted “.67” ($\$200,000/\$300,000 = 0.67$) and receive 3.35 points ($0.67 \times 5 = 3.35$).

Likewise, a price of \$400,000 would be weighted at “.50” ($\$200,000/\$400,000 = 0.50$) and receive 2.5 points ($0.50 \times 5 = 2.5$).

Item 13: Presentation/Interview

25 points max

The City may determine that it is necessary to interview shortlisted firms (no more than five (5) firms) prior to making a recommendation to the City Council. Staff intends to use the following guidelines for the optional interview process:

- ♦ Only firms considered qualified to perform the work, based on their written proposal, will be invited for interviews.
- ♦ The number of firms interviewed (no more than five (5)) will depend on the closeness of the scores following evaluation of the written proposals.
- ♦ Staff will consider significant gaps in point separation between the top ranked firms.
- ♦ Staff may conduct interviews in other cases where staff believes it is in the best interest of the City.
- ♦ The City reserves the right to determine whether an interview will be conducted for every solicitation/project.

END